



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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October 28, 2004

**ISIS Memorandum 05-019**

To: ISIS Agency Liaisons  
Fiscal Officers  
Purchasing and Contract Management Personnel

Subject: AFS/AGPS Annual Archive Process

**\*\*\*\* Please distribute this important information to all AFS, AGPS and CFMS users. \*\*\*\***

AFS and AGPS will perform its annual archive process the weekend of November 13, 2004. The system will be unavailable from 6:00 PM Friday, November 12<sup>th</sup> through 7:00 AM Monday, November 15<sup>th</sup> to archive/purge the following AFS tables and AGPS documents:

**AFS tables scheduled for archive:** DHIS, DXRF, OLGL, OLG2, OPVH, OPVL, STUB, VXRF, and WREC for FY 03 and FY 04.

**AGPS documents scheduled for archive:** AGPS Orders, AGPS Contracts, AGPS Requisitions, and AGPS Solicitations for FY 03, FY02, and older.

The AGPS document archive will include FY03, FY02, and older orders, contracts, requisitions and solicitations. If your agency has any FY03, FY02, or older purchase orders that you do not want archived, for example a 5 year data processing lease, the archive indicator on ORD5 will need to be changed to 'N'. To have the archive indicator changed, a request must be made to the ISIS Help Desk. The caller should select option #2 twice, and must provide the order number(s) to be changed. OIS will make the required change based on the caller's authorization.

The reference table purge will include "obsolete" records from AGPS agency, commodity, and text tables. Part of the preparation is to identify the reference data that needs to be archived, and prepare the record to be archived. Identify any inactive AGPS agency records (status '2') for your agency that exist on AADR (sub-agency address table), ABUY (agency buyer table), and BAPV (agency approver table). If you wish for these records to be purged, change the status of the record to '9'. When the archive process takes place, it will be purged from the system if the record meets all criteria.

Beginning Monday, November 15, 2004, the AFS archived data will be accessible in online archive tables and the archived AGPS documents will be available in the archive database. Both AFS and AGPS archived information can be retrieved using Business Objects or InfoMaker.

Please direct any questions to the AFS or AGPS Help Desk at (225) 342-2677, option 2.

CW/ksl

c: Whit Kling, Deputy Undersecretary  
Denise Lea, OSP Director  
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